

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 6/22/15

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL ANNOUNCES
AN OPEN-COMPETITIVE EXAMINATION FOR

WATER PLANT INSTRUMENTATION TECHNICIAN

EXAMINATION #65-683

WATER PLANT INSTRUMENTATION TECHNICIAN, Saratoga County Water Authority. Currently there is one vacancy.

The results of the exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$55,000

LAST DAY TO FILE IS AUGUST 5, 2015

DATE OF THE EXAMINATION IS SEPTEMBER 12, 2015

NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$10.00 (Residents and Non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. Please make checks payable to the **Saratoga County Treasurer's Office**. **This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement and file for only those examinations for which you are clearly qualified.**

WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This is skilled technical work, at the journeyman level, in the maintenance, trouble shooting and repair of water plant instrumentation and computer components. Work involves performing routine, skilled, and technical installation, repairs and calibration, and cleaning of all plant instrumentation and computer control systems components. Independent judgment regarding maintenance, control and use of test equipment is required. Task assignments require technical competence to the degree of performing actual work with minimal supervision. Work is performed under the general supervision of an Instrumentation Mechanic.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma and four (4) years of experience in routine and emergency maintenance on instrumentation and control systems in a water treatment plant, wastewater treatment plant, or industrial plant with flow, pressure and analytical field devices, pumps and valves, PLC's computers, HMI's and radio telemetry systems.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Basic electronics, including electrical and electronic circuitry, schematics and wiring diagrams-These questions test for knowledge of the concepts, principles, and practices involved in basic electronics, including electrical and electronic circuitry, schematics, and wiring diagrams; and may include such areas as the concepts of voltage, current, and resistance; the identification and function of circuit and solid state components; and the ability to interpret electrical and electronic schematics and wiring diagrams.

2. Use of electronic test equipment-These questions test for knowledge of the principles and practices involved in the use of electronic test equipment, including identification and proper selection of electronic test equipment.

3. Mechanical, electrical and pneumatic principles-These questions test for knowledge of the basic mechanical, electrical, and pneumatic principles involved in the operation of electro-mechanical instrumentation and control systems.

-These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of equipment used in electronic instrumentation, including meters, sensors, indicators, recorders, and data acquisition equipment. Topics covered will include equipment identification, selection, measurement, maintenance, and data interpretation.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

NOTICE TO CANDIDATES: “UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, AND SOLAR OR BATTERY POWERED CALCULATORS. Devices with “Typewriter Keyboards,” “Spell Checkers,” “Personal Digital Assistants,” “Address Books,” “Language Translators,” “Dictionaries,” or any similar devices are **prohibited**.

ELIGIBLE LIST: A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

- World War II – December 7, 1941 to and including December 31, 1946
- Korean War – June 27, 1950 to and including January 31, 1955
- Vietnam Conflict – February 28, 1961 until May 7, 1975
- Lebanon – June 1, 1983 – December 1, 1987
- Grenada – October 23, 1983 – November 21, 1983
- Panama – December 20, 1989 – January 31, 1990
- Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans’ Credits** on civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing, downloading from our website www.saratogacountyny.gov, phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER